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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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10-5-49

ADMINISTRATIVE INSTRUCTION 25X1A

20 September 1949

SUBJECT: Reorganization

1. The following interim instructions are published as a guide to meet new administrative and staff requirements which will arise as a result of implementing General Order dated 20 September 1949, pending appropriate revision of current directives.

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2. a. Delegations of authority to the officials listed in column (1) below contained in current directives are hereby redelegated as indicated in column (2) below, effective 1 October 1949:

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	Column (1)	1. (2)	Colurn (2)
(1)	Personnel Officer	(1) (1) (1)	Personnel Director Chief of Overt Support Chief of Covert Support
(2)	Budget Officer	(2) (2) (2)	
(3)	Services Officer	(3) (3)	Chief o' Overt Support Chief of Covert Support
(4)	Overt Deputy Personnel Officer	(4)	Chief, Personnel Division, Overt Support Staff
(5)	Covert Deputy Personnel Officer	(5)	Chief, Personnel Divi- sion, Covert Support Staff
(6)	Overt Deputy Budget Officer	(6)	Chief, Fiscal Division, Overt Support Staff
(7)	Covert Deputy Budget Officer	(7)	Chief, Fiscal Division, Covert Support Staff
(8)	Overt Deputy Services Officer	(8)	Chief, Services Division, Overt Support Staff
(9)	Covert Deputy Services Officer	(9)	Chief, Services Division, Covert Support Staff

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- (10) Chief and Assistant Chief, (10) Chief and Assistant Supply Division, Services
 - Chief, Supply Branch. Services Division, Overt Support Staff
 - (10) Chief and Assistant Chief, Supply Branch, Services Division, Covert Support Staff
- b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.
 - c. Previous delegations not listed above remain unchanged.
- 3. Effective I October 1949, written and verbal requests for support action will be routed directly to the Division of the Overt or Covert Support Staff charged with the functional responsibility for action. The Chiefs of the Overt and Covert Support Staffs will not maintain distribution centers or become offices of record.
 - 4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.
- b. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters requiring any staff or coordinated staff action be routed through the CIA Staff Office charged with Basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.
- c. These instructions are not intended to bar in any way direct access to the Director on the part of any Assistant Director or CIA Staff Chief, or to affect any appropriate direct discussions in connection with the substance of intelligence reports and certain operational matters which do not by their nature require prior GTE Staff coordination, review and recommendations. prior CIA Staff coordination, review and recommendations.

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Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION A second for the control of the contro 25X1A 5 October 1949 SUBJECT: Reorganization 25X1A RESCISSION: Administrative Instruction No. dated 20 September 1949. And the second second 1. The following interim instructions are published as a guide to meet new administrative and staff requirements which will arise as a result of implementing General Order (revised), dated 5 October 1949, pending 25X1A appropriate revision of current directives. 2. a. Delegations of authority to the officials listed in column (1) below contained in current directives are hereby redelegated as indicated in column (2) below, effective 5 October 1949: Land Carlotte Garage on Male of all second Column (1) Column (2) (1) Personnel Officer (1) Personnel Director (1) Chief, Administrative Staff the same (1) Chief, Special Support Staft (2) Budget Officer (2) Budget Officer(2) Chief, Administrative Staff(2) Chief, Special Support Staf. See a June 12 (3) Services Officer (3) Chief, Administrative Staff(3) Chief, Special Support Staf and the state of t (4) Overt Deputy Personnel (4) Chief, Personnel Division, 1989 B. 1989 Administrative Staff . Portovitalija (2008. 1995. g., 1996.) State of the (5) Covert Deputy Personnel (5) Chief, Employees Division, Officer of the second of the s Special Support Staff " ...et (6) Overt Deputy Budget Officer (6) Chief, Fiscal Division, Administrative Staff (7) Covert Deputy Budget Officer (7) Chief, Finance Division, Special Support Staff (8) Overt Deputy Services (8) Chief, Services Division, Officer Administrative Staff -1-

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- (9) Covert Deputy Services (9) Chief, Procurement and Supply Division, Special Support Staff
- (10) Chief and Assistant Chief, Supply Division, Services
- (10) Chief and Assistant Chief, Supply Branch, Services Division, Administrative Staff
- (10) Chief and Assistant Chief, Supply Branch; Procurement and Supply Division, Special Support Staff warding reasons building your ad-
- b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.
 - c. Previous delegations not listed above remain unchanged.
- 3. Effective 5 October 1949, written and verbal requests for support action will be routed directly to the Division of the Administrative or Special Support Staff charged with the functional responsibility for action. The Chiefs of the Administrative and Special Support Staffs will not maintain distribution centers or become offices of record.
 - 4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.
- b. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters requiring any staff or coordinated staff action be routed through the CIA Staff Office charged with basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.
- C. These instructions are not intended to bar in any way direct access to the Director on the part of any Assistant Director or CIA Staff Chief, or to affect any appropriate direct discussions in connection with the substance of intelligence reports and certain operational matters which do not by their nature require prior CIA Staff coordination, review and recommendations. the Robert State of the

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R. H. HILLENKOETTER Rear Admiral, USN Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

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ADMINISTRATIVE INSTRUCTION NO.

20 September 1949

SUBJECT: Reorganization

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l. The following interim instructions are published as a guide to meet new administrative and staff requirements which will arise as a result of implementing General Order dated 20 September 1949, pending appropriate revision of current directives.

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2. a. Delegations of authority to the officials listed in column (1) below contained in current directives are hereby redelegated as indicated in column (2) below, effective 1 October 1949:

	Column (1)		Column (2)
(1)	Personnel Officer	(1) (1)	Personnel Director Chief of Overt Support Chief of Covert Support
	Budget Officer Services Officer	(3)	Budget Officer Chief of Overt Support Chief of Covert Support Chief of Overt Support Chief of Covert Support
(5)	Overt Deputy Personnel Officer Covert Deputy Personnel Officer	(5)	Division, Overt Support Staff Chief. Personnel Divi-
(6)	Overt Deputy Budget Officer	(6)	Chief, Fiscal Division, Overt Support Staff
(7)	Covert Deputy Budget Officer	(7)	Chief, Fiscal Division, Covert Support Staff
(8)	Overt Deputy Services Officer	(8)	Chief, Services Division, Overt Support Staff
(9)	Covert Deputy Services Officer	(9)	Chief, Services Division, Covert Support Staff

- (10) Chief and Assistant Chief, Supply Division, Services Office
- (10) Chief and Assistant Chief, Supply Branch, Services Division, Overt Support Staff
- (10) Chief and Assistant Chief, Supply Branch, Services Division, Covert Support Staff
- b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.
 - c. Previous delegations not listed above remain unchanged.
- 3. Effective 1 October 1949, written and verbal requests for support action will be routed directly to the Division of the Overt or Covert Support Staff charged with the functional responsibility for action. The Chiefs of the Overt and Covert Support Staffs will not maintain distribution centers or become offices of record.
- 4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.
- b. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters requiring any staff or coordinated staff action be routed through the CIA Staff Office charged with Basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.
 - c. These instructions are not intended to bar in any way direct access to the Director on the part of any Assistant Director or CIA Staff Chief, or to affect any appropriate direct discussions in connection with the substance of intelligence reports and certain operational matters which do not by their nature require prior CIA Staff coordination, review and recommendations.

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R. H. HILLENKOETTER Rear Admiral, USN Director of Central Intelligence

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ADMINISTRATIVE INSTRUCTION (devised) 5 october 1949

SUBJECT: Reorganization 1 tue of the Recession and dated 20 September 1949

1. The following interim instructions are published as a guide to meet new administrative and staff requirements which will arise dated as a result of implementing General Order No. 20 September 10.8, pending appropriate revision of current directives. 5 October 1946

2. a. Delegations of authority to the officials listed in column (1) below contained in current directives are hereby redelegated as indicated in column (2) below, effective \$\pi\$ 5 October 1949:

Column (1)	2.5	Colurn (2)
(1) Personnel Officer	(1) (1) (1)	Chief, of Govert Support
(2) Budget Officer	(2) (2) (2)	Special Support Staff Budget Officer Support Chief of Covert Support Chief of Covert Support Special Support Staff Chief, of Overt Support Chief, of Overt Support
(3) Services Officer	(3) (3)	Chief of Overt Support Chief of Govert Support Chief of Govert Support Special Support Staff
(4) Overt Deputy Personnel Officer	(4)	Chief, Personnel Division, Svert Support Staff Administrative
(5) Covert Deputy Personnel Officer	(5)	Chief, Personnel Division, Severt Support
(6) Overt Deputy Budget Officer	(6)	Chief, Fiscal Division,
(7) Covert Deputy Budget Officer		Chief, Fiscal Division, Covert Support Staff Special
(8) Overt Deputy Services Officer	101	01-1-0
(9) Covert Deputy Services Officer	(9)	Chief, Services Division, Overt Support Staff Administrative Chief, Services Division, Covert Support Staff Special
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- (10) Chief and Assistant Chief, (10) Chief and Assistant Supply Division, Services Office
 - Chief, Supply Branch, Services Division, (10) Chief and Assistant Chief, Supply Branch,

PRICUREMENT & Services Division, Supply Covert Support Staff Special

- b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.
 - c. Previous delegations not listed above remain unchanged.
- 3. Effective 2 October 1949, written and verbal requests formulation will be routed directly to the Division of the evert or Govert Support Staff charged with the functional responsibility for action. The Chiefs of the content and covert Support Staffs will not maintain distribution centers or become offices of record. Special
 - 4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.
 - b. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters requiring any staff or coordinated staff action be routed through requiring any staff or coordinated staff action be routed through the CIA Staff Office charged with Basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.
 - c. These instructions are not intended to bar in any way direct access to the Director on the part of any Assistant Director or CIA Staff Chief, or to affect any appropriate direct discussions in connection with the substance of intelligence reports and certain operational matters which do not by their nature require prior CIA Staff coordination, review and recommendations.

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R. H. HILLENKOETTER Rear Admiral, USN Director of Central Intelligence

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